# PRO500-c:  Develop a Complete Permit Application

**See also:**  Environmental Manual – Chapter 500                    **Effective April 2018**

**Start procedure:**  Environmental Coordinator determines permit predecessors such as completion of National Environmental Policy Act (NEPA)/ State Environmental Policy Act (SEPA) documentation and technical memos or reports.

**End procedure:**  Environmental Coordinator submits complete permit application to resource agency(ies).

| Actor: | Action: |
|---|---|
| **Environmental Coordinator** | 1. **Determine** permit predecessors such as completion of National Environmental Policy Act (NEPA)/ State Environmental Policy Act (SEPA) documentation and technical memos or reports.<br><br>2. **Consult** resource agency to determine other permit requirements.<br>• For local agencies, determine required permit application since some do not accept the Joint Aquatic Resource Permit Application (JARPA). |
| **Environmental Technical Specialists** | 3. **Submit** technical documents to Environmental Coordinator. |
| **Environmental Coordinator** | 4. **Fill** out permit application.<br>• Use information from the Environmental Review/Classification Summary, the SEPA checklist, and the Biological Assessment.<br>• Coordinate as needed to get avoidance and minimization information from design team and Environmental Technical Experts. See PRO-500-b Seek Avoidance & Minimization Opportunities.<br>• Use the Complete Permit Application Guidance for Clean Water Act Section 404, Clean Water Act Section 401, Coastal Zone Management Act (CZMA), and Hydraulic Project Approvals (HPA) permits.<br>• Be sure to use reader friendly language and define acronyms.<br>• Consult with resource agency with any permit related questions. |

| | |
|---|---|
| | 5. **Coordinates** with Microstation or Geographic Information System (GIS) expert to develop required permit drawings and cross sections.<br>• Use the Complete Permit Application Drawing Guidance for Corps drawing requirements. Use the checklist to verify all regulatory requirements are included.<br>• Make sure the numbers in the permit application match the numbers in the drawings.<br><br>6. **Create** permit application package that includes permit predecessors.<br>• Be sure to carefully QA/QC before submitting the permit application package (RCW 47.85.020 (3) & (4)).<br><br>7. **Submit** permit application package to Environmental Manager or Supervisor for review. May also need to have Project Engineer (PE) or Design Team's review, depending on region policy. |
| **Design Team** | 8. **Review** permit application and provide comments. |
| **Environmental Coordinator** | 9. **Incorporates** edits into permit application package. |
| **Environmental Manager/Supervisor** | 10. **Review** permit application and provide comments. |
| **Environmental Coordinator** | 11. **Finalize** permit application package, including getting appropriate signatures.<br><br>12. **Submit** complete permit application to resource agency(ies).<br>• Be sure to follow resource agency's instructions for electronic or hard copy submittals.<br>• This typically occurs at ~60% design. |